

Message Text

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ACTION EUR-12

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INFO SECSTATE WASHDC 6819
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DEF FOR C/PLANS & PROGRAMS OFFICE, ODAS(A)/OASD(C);
STATE FOR EUR/RPM; NSSG(US) FOR CPO

E.O. 11652: N/A

TAGS: APER, AORG, NICSMA

SUBJ: TWO NICSMA VACANCIES FOR CONTRACT SPECIALISTS (A.2)

1. USNATO HAS RECEIVED LETTER, QUOTED BELOW, FROM THE
DEPUTY DIRECTOR GENERAL, NICSMA, ON THE ABOVE SUBJECT, AND
CONCURS IN RECOMMENDATION THAT U.S. RECRUIT FOR THESE
VACANCIES. CPO NSSG(US) HAS PROVIDED U.S. JOB TITLE AND
GRADE LEVEL AS CONTRACT SPECIALIST GS-1102-11 FOR BOTH.

2. DDIRGEN NICSMA LETTER READS AS FOLLOWS:

"SUBJECT: NOMINATIONS FOR NICSMA CIVILIAN VACANCIES

1. IN VIEW OF THE CURRENT US REQUIREMENT THAT ALL US
NATO A-GRADE PERSONNEL BE SECONDED, REQUEST THE US
NOMINATE AGAINST TWO A.2 POSITIONS IN NICSMA CONTRACTING
BRANCH WHICH ARE NOW OPEN FOR BID. THE POSITIONS ARE
CONTRACT SPECIALISTS, NICSMA POSTS CO-1-1-1 AND CO-L-2-
1, ADVERTISED IN NATO ANNOUNCEMENT A1(77)814, 16 SEP 77.
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2. THE CLOSING DATE FOR THE ADVERTISEMENT OF THESE
POSITIONS IS 4 NOVEMBER; HOWEVER, NICSMA WOULD FAVORABLY
CONSIDER A REQUEST TO EXTEND THE CLOSING DATE IN ORDER
TO OBTAIN HIGHLY QUALIFIED APPLICANTS. THIS WOULD ALLOW
THE US TIME TO ADVERTISE THE POSITIONS.

3. JUSTIFICATION FOR THIS REQUEST:

(A) THE MAJORITY OF CONTRACTS IN NICSMA ARE WITH US FIRMS.

(B) THE NICSMA PROCUREMENT REGULATIONS ARE BASED UPON US ARMED SERVICES PROCUREMENT REGULATIONS.

(C) THE NICSMA GENERAL CLAUSES, WHICH ARE IN ALL NICSMA CONTRACTS, ARE BASED UPON AND ALMOST IDENTICAL TO US GENERAL CLAUSES. THESE CLAUSES ARE OFTEN QUITE COMPLICATED AND THOSE WHO HAVE HAD EXPERIENCE IN INTERPRETING AND IMPLEMENTING THEM HAVE A DISTINCT ADVANTAGE. ONLY PERSONNEL WHO HAVE EXPERIENCE WORKING FOR THE US GOVERNMENT PURCHASING ACTIVITIES WOULD HAVE THE EXPERIENCE OF DEALING WITH US PROCEDURES; E.G., US ACCOUNTING PROCEDURES WHICH OFTEN ARE QUITE DIFFERENT FROM THE PROCEDURES OF EUROPEAN COMPANIES.

(D) MORE AND MORE CHANGES, MODIFICATIONS, ETC., ARE TO BE IMPLEMENTED TO THE PRESENT US NICSMA CONTRACTS. THESE INVOLVE DISCUSSIONS WITH CONTRACTOR PERSONNEL, DCASR, AND DCAA PERSONNEL WHO ARE ALL INTIMATELY FAMILIAR WITH THE FINE POINTS OF THE US APPROACH TO ACCOUNTING PROCEDURES, COST AND PRICE ANALYSIS, AND TO THE CONTRACT CLAUSES INVOLVED.

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(E) IT IS CONSIDERED NECESSARY TO HAVE AT LEAST SOME PERSONNEL IN THE NICSMA CONTRACTING BRANCH WHO HAVE THIS EXPERIENCE AND CAN ACCORDINGLY ADVISE OTHERS OF DIFFERENT NATIONALITIES OF THE FINE POINTS INVOLVED.

(F) OF INTEREST TO NOTE, THE CONTRACTING BRANCH IS NOW COMPOSED OF THE FOLLOWING CONTRACTS PERSONNEL: THREE BELGIAN, ONE TURKISH, FOUR ENGLISH, ONE FRENCH, AND TWO US (ONE OF WHICH IS DIRECT-HIRE NATO AND ONE OF WHICH IS THE DEPUTY BRANCH CHIEF WHO DEPARTS 1 APRIL 1978 AND MAY OR MAY NOT BE REPLACED BY AN AMERICAN).

4. I WISH TO REITERATE THE IMPORTANCE OF THIS REQUEST. IT IS INCREDIBLE TO CONSIDER THAT THIS VERY CRUCIAL PART OF THE DEVELOPMENT OF THE NICS MAY BE THROWN TO PERSONNEL WHO HAVE NO WAY OF BEING KNOWLEDGEABLE IN THE REGULATIONS AND POLICIES OF THE US GOVERNMENT AND US CONTRACTED FIRMS. MISTAKES COULD BE VERY COSTLY.
SIGNED: THOMAS M. RIENZI, LTG, US ARMY, DEPUTY DIRECTOR GENERAL. END LETTER.

3. NATO POST DESCRIPTION FOLLOWS:

DUTIES: UNDER THE DIRECT SUPERVISION OF THE SENIOR CONTRACT SPECIALIST, PERFORMS THE FOLLOWING DUTIES IN THE CONTRACTING BRANCH:

- DEPUTISES FOR SENIOR CONTRACT SPECIALIST WHEN REQUIRED;

- ASSISTS IN THE PREPARATION OF INTERNATIONAL INVITATIONS FOR BID AND PRICE QUOTATIONS IN RESPECT OF SPECIFIC NICS SUB-SYSTEMS/PROJECTS;

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ACTION EUR-12

INFO OCT-01 ISO-00 OC-06 CCO-00 OTPE-00 CIAE-00 PM-05

INR-07 L-03 ACDA-12 NSAE-00 PA-02 SS-15 PRS-01

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- MONITORS PROGRESS IN RESPECT OF SPECIFIC CONTRACTS FOR NICS SUB-SYSTEMS/PROJECTS FOR WHICH HE IS GIVEN RESPONSIBILITY - INCLUDING EFFECTING NECESSARY COORDINATION BETWEEN CONTRACTS AND OTHER AGENCIES IN ORDER TO ENSURE COMPLIANCE AND TIMELY PERFORMANCE OF CONTRACT TASKS INCLUDING DELIVERY OF EQUIPMENT, SUBMISSION OF TECHNICAL MANUALS, PROVISIONING REQUIREMENTS, MODIFICATION WORKS OR OTHER CONTRACTUAL REQUIREMENTS;

- WHEN DESIGNATED BY SENIOR CONTRACT SPECIALIST, PERFORMS AS CONTRACT ADVISER TO A NICSMA PROJECT MANAGER AND/OR PROJECT TEAM;

- ASSISTS CONTRACTORS IN OBTAINING CLARIFICATION OF CONTRACT REQUIREMENTS WHEN NECESSARY;

- PERFORMS AUTHENTICATION OF INVOICES AND PAYMENT VOUCHERS TO THE APPROPRIATE PAYING AUTHORITY IN RESPECT OF

THOSE CONTRACTS FOR WHICH HE IS GIVEN RESPONSIBILITY.
QUALIFICATIONS: SHOULD HAVE A MINIMUM OF ONE YEAR'S
EXPERIENCE AS A CONTRACTING AGENT IN GOVERNMENTAL OR
NATO AGENCIES, DEALING WITH THE PROCUREMENT OF CIVIL
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AND/OR MILITARY COMMUNICATIONS SYSTEMS. SHOULD
DESIRABLY HAVE HAD INDUSTRIAL/CONTRACTING EXPERIENCE
AND BE FAMILIAR WITH INTERNATIONAL COMPETITIVE BIDDING
PROCEDURES.

FLUENT IN ONE OF THE TWO NATO OFFICIAL LANGUAGES AND
A WORKING KNOWLEDGE OF THE OTHER. (NOTE: FOR
INFORMATION, THE WORK, BOTH ORAL AND WRITTEN, IN THIS
POST AND IN NICSMA AS A WHOLE, IS CONDUCTED MAINLY IN
ENGLISH).

NOTE 1: THE SUCCESSFUL CANDIDATES WILL BE OFFERED
LIMITED DURATION CONTRACTS NOT EXCEEDING THREE YEARS'
DURATION (WHICH MAY BE RENEWED BY MUTUAL CONSENT).

NOTE 2: SERVING CIVILIAN MEMBERS OF THE INTERNATIONAL
STAFF AND AGENCIES WILL BE OFFERED RE-ASSIGNMENT CONTRACTS
IN ACCORDANCE WITH THE CIVILIAN PERSONNEL REGULATIONS.

4. SUGGEST THAT THE DOD-WIDE CAIRA PROGRAM BE USED
AS A SOURCE FOR SEEKING QUALIFIED CANDIDATES. ALSO,
CPO NSSG (US) INDICATES THAT THERE IS A MILITARY
DEPENDENT PRESENT IN BRUSSELS WHO APPEARS TO HAVE
REQUIRED QUALIFICATIONS AND WISHES TO APPLY.

5. IF YOU DECIDE TO RECRUIT PLEASE INFORM USNATO OF
DATE WHEN NOMINATIONS WOULD BE FORTHCOMING FOR THE
TWO VACANCIES. USNATO WILL THEN ASK NICSMA TO EXTEND
INTERNATIONAL ADVERTISEMENT CLOSING DATE ACCORDINGLY.
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